

Gila National Forest

OUTREACH NOTICE

GS-0304-04 Information Receptionist

PLEASE RESPOND BY November 18, 2014

The *Gila National Forest* will soon be advertising for a GS-0304-04 Information Receptionist to be located at the Supervisor's Office in Silver City, New Mexico on the Gila National Forest. The following is a brief sketch of the major duties of the position, the Forest and the community.

BREIF DESCRIPTION OF JOB DUTIES:

The Information Receptionist provides answers to a wide variety of inquiries. Evaluates questions to determine the most useful and appropriate information available or to provide alternatives. Explains rules relating to the use of recreational areas and their facilities. Explains methods of preventing forest fires, protecting resources from fire and vandalism. Answers questions regarding fuel-wood, refers difficult, technical, or special questions to the appropriate staffs.

Arranges displays of informational materials, varies or changes displays to coincide with seasonal changes and special public information programs. Uses imagination and good taste to achieve desirable results.

Greets visitors and answers the telephone, provides routine information and answers many types of questions such as directions to facilities.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standard documents. Transmits, receives, and acknowledges electronic mail and messages for distribution to other employees. Serves as a Collection Officer to sell National Forest items such as fuel-wood, maps, and other forest products.



GILA NATIONAL FOREST



The Gila National Forest is headquartered in Silver City, New Mexico. There are six Districts, five of which are located outside Silver City. The Forest is 3.3 million acres of forested hills and mountains. The Forest is predominately piñon juniper in the southern half with pine types in the northern half. Some unique features in the area include Gila Cliff Dwellings National Monument, the Catwalk and Aldo Leopold, Gila and Blue Range Wildernesses. Elevations range from 4,500 to 11,000 feet. More information may be obtained by visiting our website at www.fs.fed.us/r3/gila.

COMMUNITY

Silver City www.townofsilvercity.org and the surrounding communities of Bayard, Santa Clara, Tyrone and Hurley are located in southwest New Mexico. Main access to Silver City is via Highway 180 north from Interstate 10 at Deming, NM. The elevation is 5,900 feet above sea level. The population of Silver City is approximately 13,000 and Grant County is about 29,000. Silver City was recently selected as one of the healthiest places to live and retire. It placed in the top 1% of over 3,000 communities our size or larger. Downtown Silver City is undergoing a revitalization effort and features many locally-owned shops and lots of art galleries. The community has two libraries and churches of all denominations. There are two newspapers, motels, radio stations, city and county offices and local retail businesses.

Climate: Silver City boasts four gentle seasons. The average annual temperature is 54 degrees. May is the driest month of the year while July is the wettest. The annual average precipitation is 15.69 inches.

Cultural and Recreation Opportunities: Recreation facilities include baseball and soccer fields, all-weather track, tennis courts, health and fitness clubs, an indoor and outdoor swimming pools, an 18-hole golf course, a bowling center and parks. Organized youth and adult sports activities are numerous. Trout fishing, hunting, hiking, horseback riding, bicycling and camping activities abound. Other area recreation facilities and attractions are: Western New Mexico University Museum <http://www.wnmu.edu/univ/museum.htm>, City of Rocks State Park and Historic Pinos Altos and the 3.3 million acre Gila National Forest.

Special annual events include the Wild Wild West Pro Rodeo, Tour of the Gila Bicycle Race www.tourofthegila.com, Annual Blues Festival, Cowboy Poetry Gathering, San Vicente Artists' Fairs and Tours, Gila Bird and Nature Festival, Billy Casper Golf Classic, Christmas Lighted Parade, 4th of July Celebration, Weekend at the Galleries, Farmer's Market, Grant County Fair, Gem and Mineral Show, and several theatrical and musical presentations at the University Fine Arts Theatre.

Medical: Silver City has a Regional hospital <http://www.grmc.org/>, several medical clinics, ambulance service, an emergency care clinic, and physicians of all specialty areas, dentists and nursing homes.

Schools: Grant County has two public school districts. There are several private schools and alternative schools. Western New Mexico University www.wnmu.edu/ offers four-year programs and two year technical programs in areas such as education, nursing, basic arts and sciences and several graduate programs.

Employment: Major employers are Freeport-McMoRan Copper & Gold, Gila Regional Medical Center, Silver City Schools, Western New Mexico University, Walmart, Town of Silver City, Grant County, and the Gila National Forest.

Housing: Rental homes and apartments range from \$600-\$1000 per month for an average three bedroom home/apartment. Prices of single family homes range from \$85,000 and up. Property taxes in Grant County are based on \$18.00 per \$1,000 mill levy.

Transportation: The nearest commercial airports are in El Paso, TX (3 hours), Tucson, AZ (3 hours) and Albuquerque, NM (4 hours). Grant County airport also provides some services with Great Lakes Airlines. There is also a shuttle service for transportation to Las Cruces and El Paso and a local transportation service to all the surrounding communities.

Supervisor's Office Contact Information:

Address: 3005 E. Camino del Bosque, Silver City NM 88061

Phone: (575) 388-8201

Additional Information: For additional location information visit the following web sites:

Gila National Forest Website – Silver City RD www.fs.fed.us/r3/gila

Grant County Chamber of Commerce www.silvercity.org

Silver City Chamber of Commerce www.townofsilvercity.org



FURTHER INFORMATION: Contact Punky Moore, Public Affairs Officer at (575) 388-8211



Interested in applying for this job?

Please complete the following form plus attach your resume and return it to Punky Moore by
November 18, 2014

Email: sjmoore@fs.fed.us

Phone: 575-388-8211

Fax: 575-388-8204

Snail mail: Punky Moore

Gila National Forest

Supervisor's Office

3005 E. Camino del Bosque

Silver City, NM 88061

OUTREACH NOTICE FORM

Information Receptionist

GS-0304-04

GILA NATIONAL FOREST

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NO: _____

AGENCY EMPLOYED WITH: _____

TYPE OF APPOINTMENT: _____ **PERMANENT** _____ **TEMPORARY** _____ **OTHER**

CURRENT REGION/

FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

**IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE,
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL
AUTHORITIES;**

_____ **Person with disabilities**

_____ **Veteran's Recruitment Act**

_____ **Disabled Veteran's w/30% compensable disability**

_____ **Veteran's Employment Opportunities Act of 1998**

_____ **Former Peace Corps Volunteer**

_____ **Other** _____ **(Please list)**

Thank you for your interest in our vacancy!